

MEDICAL ASSISTING

The Medical Assisting Certificate program provides entry-level education for individuals interested in a health profession. Medical Assistants are allied health professionals who assist the physicians in the medical setting; they perform routine administrative and clinical tasks in order to keep the physician's office running efficiently.

This program is designed for full-time enrollment.

The Medical Assisting Certificate Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

This organization can be contacted at: Commission on Accreditation of Allied Health Education Programs; 1361 Park Street; Clearwater, FL 33756; 727-210-2350.

Admission Requirements

1. High school diploma or GED
2. Apply to COM and complete the College requirements for entry
3. Approved Criminal Background Check
4. Approved Drug Screen

Program Requirements

Requirements for progression and completion of the program depend on the student demonstrating the learning outcomes and competencies, including professionalism, for each course. The minimum passing grade for each course is a "C" (i.e., 75% or above). Students who fail a course will be required to repeat the course. Failing a course twice will result in failure to progress and dismissal from the program. Because the knowledge and skills taught in this program are scaffolded, students are expected to take the courses in the sequence provided in the degree plan.

Graduation Requirements

1. Complete the prescribed courses listed in this Catalog with an overall grade point average of 2.0 or better,
2. Pass each MDCA class listed in the prescribed course of study with a grade of "C" (75%) or better,
3. Meet any individually prescribed behavior or remediation-related requirements.

Effective September 1, 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify potential or enrolled students that a criminal history may make them ineligible for an occupational license upon program completion. Program specific information will be provided in course syllabi.



Stackable Credentials

1. Associate of Applied Science - Medical Assisting
2. Certificate - Medical Assisting

Full-Time Schedules

Certificate - Medical Assisting (Full-Time)

Associate of Applied Science - Medical Assisting (Full-Time)

Certificate - Medical Assisting

Level Two Certificate

Full-Time Student Schedule

Course	Title	Semester Credit Hours
Semester #1		
HITT 1305	Medical Terminology I	3
MDCA 1309	Anatomy and Physiology for Medical Assistants	3
MDCA 1302	Human Disease/Pathophysiology	3
MDCA 1443	Medical Insurance	4
MDCA 1321	Administrative Procedures	3
Semester Credit Hours		16
Semester #2		
MDCA 1417	Procedures in a Clinical Setting	4
MDCA 1452	Medical Assistant Laboratory Procedures	4
MDCA 1448	Pharmacology & Administration of Medications	4

MDCA 1305	Medical Law and Ethics	3
Semester Credit Hours		15
Semester #3		
MDCA 1460	Clinical - Medical/Clinical Assistant	4
MDCA 1254	Certified Medical Assistant Exam Review ¹	2
Semester Credit Hours		6
Total Semester Credit Hours		37

Associate of Applied Science - Medical Assisting

Full-Time Student Schedule

Course	Title	Semester Credit Hours
Semester #1		
MDCA 1309	Anatomy and Physiology for Medical Assistants	3
MDCA 1302	Human Disease/Pathophysiology	3
MDCA 1443	Medical Insurance	4
HITT 1305	Medical Terminology I	3
MDCA 1321	Administrative Procedures	3
Semester Credit Hours		16
Semester #2		
MDCA 1417	Procedures in a Clinical Setting	4
MDCA 1448	Pharmacology & Administration of Medications	4
MDCA 1452	Medical Assistant Laboratory Procedures	4
MDCA 1305	Medical Law and Ethics	3
Semester Credit Hours		15
Semester #3		
MDCA 1254	Certified Medical Assistant Exam Review ¹	2
MDCA 1460	Clinical - Medical/Clinical Assistant	4
Semester Credit Hours		6
Semester #4		
ENGL 1301	Composition I	3
HPRS 1201	Introduction to Health Professions	2
COSC 1301 or BCIS 1305	Introduction to Computing or Business Computer Applications	3
MATH 1332	Contemporary Math (Quantitative Reasoning)	3
Semester Credit Hours		11
Semester #5		
PSYC 2301	General Psychology	3
PSYC 2314	Lifespan Growth & Development	3
PHIL 2306	Introduction to Ethics	3
SPCH 1318	Interpersonal Communication	3
Semester Credit Hours		12
Total Semester Credit Hours		60

¹ Capstone course